

ARMORER I

NATURE AND VARIETY OF WORK

This is entry-level skilled and technical work in the maintenance, repair, inspection, issuance, and storage of firearms and allied weapons, ammunition or equipment as well as the training of recruits in the use and care of firearms. Incumbents perform routine and less complex work assignments in accordance with departmental policies, procedures, and safety regulations. Work is performed under the close supervision of a higher level supervisor.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex work assignments related to the maintenance, repair, issuance, and storage of firearms, ammunition, and equipment.

Inspects, tests, maintains and prepares for use all firearms and other weapons.

Disassembles, repairs and reassembles weapons of all types.

Cleans, stores and maintains firearm material.

Test fires weapons to insure reliability, accuracy, and condition of weapons.

Fires firearms with proof loads to determine strength characteristics, correct alignment, and assembly of pieces.

Maintains parts inventory for repair of firearms.

Maintains reference library on firearms and related supplies and equipment.

Maintains accurate records for Armory.

Issues equipment and ordinance material.

Fabricates parts, rebores barrels, operates machine to grind and polish metal parts.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of firearms.

Working knowledge of machine shop equipment.

Considerable knowledge of firearms mechanics.

Skill in the use of hand tools, power tools and material handling equipment.

Ability to work indoors and outdoors.

Ability to stand for long periods of time.

Ability to follow detailed work instructions.

Ability to train recruits in the use and care of firearms/weapons.

MINIMUM QUALIFICATIONS

Graduation from High School or equivalent G.E.D. Completion of course work in small arms repair (Gunsmith School, Basic Firearms School). At least one (1) year of experience in the repair of small arms and supplies and inventory.

CONDITIONS OF EMPLOYMENT

Must meet physical requirements of Department.

Must possess appropriate driver's license.

Must be able to meet the requirements established by the Maryland State Police for the 3544 – Armorer I

issuance of a handgun permit. (Article 27, Section 36E).

CREATED: 10/88